

CITY OF MILWAUKIE

CLASSIFICATION: POLICE OFFICER

Department: Police

FLSA Status: Nonexempt

Pay Grade: 73

Union Representation: MPEA

CLASSIFICATION SUMMARY:

Provides proactive patrol and presence for crime prevention and public safety by responding to requests for information and assistance, investigating criminal activity, making arrests, ensuring proper enforcement of laws and regulations, and working with people to solve problems associated with crime and community livability issues. Provides emergency aid, security and protection of life and property. Works with citizens, businesses, and other community participants to meet the mission, vision, and goals of the City and the Police Department often through partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Active patrol and interaction with public to detect and prevent crime and enhance community livability and public safety. Observes, reports, and acts on conditions conducive to crime and danger. Issues citations, makes arrests, or takes other action as warranted by circumstances. Works on assigned shift on a rotating basis.
2. Responds to and handles difficult and emergency situations.
3. Responds to scenes of crimes; administers first-aid and requests medical services as necessary; takes statement and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances.
4. Uses independent judgment to define contemporary police response and define course of action to solve community problems.
5. Physically detains law violators or those who may be resisting arrest; activity may require physically subduing suspect, moving through heavy underbrush and trees, jumping fences, climbing onto or into buildings. Activity may require using deadly force to protect self or others.
6. Investigates and renders assistance at scene of vehicular accidents. Summons other first aid providers and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Performs on-site tests and interrogations of suspects and witnesses to crimes.
7. Enforces state and local laws and ordinances.
8. Investigates crimes and public safety issues.
9. Demonstrates a commitment to community-oriented police work and assists citizens to solve community livability issues. Performs community liaison activities and educates the public about crime prevention through community-based presentations and discussions.

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10. Prepares all forms and reports necessary to file felony and misdemeanor charges. Provides written documentation by preparing computer generated typed reports. Prepares criminal cases for prosecution. Testifies in legal proceedings.
11. Refers non-criminal situations to appropriate source and provides assistance as appropriate.
12. Attends and participates in community and neighborhood meetings.
13. Maintains departmental equipment, supplies and facilities.
14. Maintains positive public relations with citizens and is responsive to citizen's needs.
15. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
16. Performs other duties as required.

The following are duties specific to particular assignments. Although a person may be assigned to one of the following positions they are still responsible for performing all the regular duties of a Police Officer.

DETECTIVE: Serves on the Criminal Investigation Unit. Primary focus is on investigating criminal activity.

FIELD TRAINING OFFICER: Serves on the Training Division working with the FTEP and EVOC programs.

MOTORCYCLE OFFICER: Serves on the traffic patrol unit assigned to patrol on motorcycle.

CRIMINALIST: Processes and tests evidence and manages the property room.

PUBLIC INFORMATION OFFICER: Responds to inquiries from the media and develops press releases about activities related to the Police Department.

SCHOOL RESOURCE OFFICER: Patrols, investigates, and performs community policing activities at the schools within the City.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern law enforcement principles, procedures, techniques, and equipment.

Skills and Abilities to:

- Operate the tools and equipment listed below and skill in observation and remembering details such as names faces, and incidents.
- Ability to meet basic typing standards and ability to use computer including law enforcement specific programs.
- Learn and apply the applicable laws, ordinances, department rules and regulations, principles, and techniques of community policing, modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Learn to use firearms and other police-related tools and equipment skillfully and safely.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Communicate effectively orally and in writing.
- Present evidence in court effectively; skill in observation and remembering details such as names, faces and incidents.
- Exercise sound judgment in evaluating situations quickly and objectively and to recognize actual and potentially dangerous situations and to determine proper course of action.
- Balance the authority of the position with service to the community.
- Read and comprehend complex laws, ordinances, plans and orders.

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- Use computer systems and programs.
- Learn the City's geography.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- High School Diploma or GED.
- Two (2) years prior work experience in a related field

Licensing/Special Requirements:

- Must possess or be able to successfully complete within probationary period a State of Oregon DPSST Academy Basic Certificate, successfully complete advanced academy training, the Milwaukie Field Training Officer Program, and any specialized training provided through the Milwaukie Police Department.
- Must possess or be able to obtain within probationary period the following certifications: L.E.D.S. certification for access; Intoxilyzer; First aid and CPR.
- Must be a US citizen at time of employment.
- Must be 21 years or older at time of employment.
- Must possess, or be able to obtain by time of hire, a valid area Driver's License.
- Meet the Department's and Oregon Department of Public Safety Standards and training physical standards including vision requirements and the Department's psychological standards.
- Must pass extensive background investigation.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, chemical spray, handcuffs, intoxilyzer pager, taser, first aid equipment, computers and associated software, digital cameras.
- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and LEDS.

Supervision:

- This is not a supervisory classification but may provide daily work direction and job skill training to subordinate classifications such as Police Cadets or Reserves.
- This position reports through the chain of command to the Police Chief.

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Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- While performing the duties of this job, the employee works outside in all weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with firearms and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals blood borne or airborne pathogens, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is moderate to high.
- May occasionally lift and/or move more than 100 pounds.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 05/11/78

Revised: 11/01/87; 07/01/97; 12/2003; 11/30/04; 11/10/21 (format)